



Title: Director of Development

Job Type: Full-time, Exempt

Application

1. Cover Letter
2. Resume
3. References – minimum 3

Please submit all applications to **Sherry Freeman**, Executive Director at **sfreeman@thejacksonsymphony.org**.

Job Summary

The Director of Development plans, develops & implements programs that promote and help The Jackson Symphony (TJS) achieve its strategic plan and budgetary goals for individual annual donations, corporate sponsorships, endowment growth, and donor development. This position is responsible for oversight of donor campaigns, estate planning, endowment growth, corporate contributions, and participates in all aspects of TJS. This position is responsible for raising enough money to meet TJS' s organizational financial goals, forecasting future income and gathering feedback from donors. The position reports to the Executive Director and works closely with the Director of Patron Services and Sales to attract attention from potential supporters and host events that raise awareness of TJS's organizational goals.

Responsibilities

1. Collaborate with the Executive Director to create and implement a fundraising plan
2. Maintain relationships with existing sponsors and donors
3. Obtain financial support from individuals and organizations
4. Manage fundraising and special events
5. Generate development opportunities such as grants
6. **Of special importance to the position are initiatives in:**
 - a. Donor Development
 - i. Sets annual monetary goals and budgets according to short- and long-term goals. Establishes fundraising objectives for the organization, setting one year, five year, and longer-term goals for general budget and endowment.

Maintains a list of potential financial donors including corporations, foundations, and individuals.

- b. Donor Relations
 - i. Identifies and develops new business opportunities. Builds relationships with patrons, donors, partners, and vendors. Evaluates existing partnership efforts with an eye toward building on what works and changing what doesn't. Manages key donor and sponsor relationships and works to build new ones.
 - c. Audience Development
 - i. Develops and implements initiatives, strategies & campaigns aimed at increasing exposure for the orchestra, building & retaining the audience and building the organization's database. Develops and implements campaigns to expand the orchestra's subscription ticket base. The Development Director plans with the Executive Director the budget and revenue goals, develops strategies for expanding the subscriber base, and oversees execution of marketing and advertising efforts. Monitors and reports on organization revenue and attendance for all series.
- 7. Other Responsibilities**
- 8.** The Director Development will work in close collaboration with the Executive Director, other symphony staff, and members of the Board of Directors, with other duties as assigned or as apparent.

Qualification and Skills

- Proven work experience as a Development Director or similar role 4+ years preferred
- Bachelor's degree, preferably with an emphasis in the area of marketing, communication, business, non-profit management or related fields
- Superb written and verbal communication skills to speak with donors and other stakeholders across the organization
- Experience working with fundraising software and tools to track progress throughout the year
- Good organizational, time management and problem-solving skills needed
- Proficient with sponsorship and donor solicitation
- Available to travel, work weekends and evenings
- Ability to lead and direct others
- Excellent attention to detail
- Knowledge of grant writing
- Event planning, implementation and growth capabilities

Salary

Commensurate upon education and experience.

